

ED Records Schedule

SCHEDULE LOCATOR NO.: 142

REVISION DATE: 7/15/2010

TITLE: Technical Reformat Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Electronic files consisting of data copied from a complete or partial master file or database made for the specific purpose of information interchange and written with varying technical specifications. EXCLUDES files created for transfer to the National Archives.

DISPOSITION INSTRUCTIONS:

- a. Record Copy (GRS 20 Item 7)

TEMPORARY

Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

- b. Duplicate Copies Regardless of Medium Maintained for Reference Purposes and That Do Not Serve as the Record Copy

TEMPORARY

Destroy/delete when no longer needed for reference.

IMPLEMENTATION GUIDANCE:

Related schedules include:

ED 086 – Information Systems Supporting Records

ED 119 – Creation, Use, and Maintenance of Computer Systems, Applications or Electronic records

ED 120 – Records Consisting of Extracted Information

ED 122 – Downloaded and Copied Data

ED 141 – Print Files

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

ED Records Schedule

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration